

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-178 **Issue Date:** 09-14-16 **Closing Date:** 09-20-16

Sales Associate
Cultural Center Gift Shop
Department of Finance
Hourly Wage: \$9.86/Regular/Full-Time

Responsible for general cashier duties for the Gift Shop and Museum with daily transactions in handling cash, credit cards, gift certificates, purchase orders, accounts receivables, layaways and payroll deductions. Required to verify all business transactions and/or get prior authorization. Prepares the store for opening and closing and reports daily sales and verifies deposits. Works closely with the Inventory Clerk to assure merchandise is counted, received and tagged in a timely manner. Takes part in an extensive year-end inventory count which may require working later than scheduled shift. Operates specialty espresso stand and handles inventory supplies. Maintains strict confidentiality of business operations relating to daily transactions, purchases, and employee and vendor information.

Knowledge, Skills and Abilities:

- Knowledge of retail computerized cash registers and inventory control.
- Knowledge of Native American hand crafted beadwork and art and traditional and contemporary clothing.
- Knowledge and ability to utilize excellent customer service skills in relating to sales.
- Ability to maintain excellent time and attendance.
- Ability to work nights, weekends and holidays as business is open 7 days a week.
- Ability to work under stressful situations and handle unexpected situations using independent judgment.
- Ability to stand for long periods of time and lift at least 30 lbs.
- Ability to greet the public professionally and assist customers accordingly.
- Ability to establish and maintain professional working relationships with co-workers, supervisors and the general Public.
- Ability to utilize general office business equipment.

General Recruiting Indicators:

- Minimum of a High School Diploma or equivalent. Demonstrated ability to perform the job with six months cashier experience as a trainee or equivalent to working in an established retail business preferred.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must provide a Food Handlers and CPR Card.
- Must dress appropriately for a public business environment.